

STUDENTS

...A HIRE JOURNEY

INSIDE OF WORKDAY 
 OUTSIDE OF WORKDAY 

BEGIN



HARK! STUDENTS IN THE WILD!

YOU WILL FOLLOW THIS HIRE JOURNEY IF YOU ARE:

- HIRING AN HOURLY STUDENT
- HIRING A SALARIED STUDENT LIKE A GSA
- WORKING WITH A FELLOWSHIP/TRAINESHIP SCENARIO

DETERMINE

DOES THE JM STUDENT SUPERVISORY ORGANIZATION YOU NEED TO PUT THIS PERSON IN ALREADY EXIST?



NO

REQUEST

SUBMIT A TICKET USING THE FORM BELOW TO CREATE YOUR SUPERVISORY ORGANIZATION.



HCM INITIATE 2,
HR PARTNER,
OR ACADEMIC PARTNER

HR PARTNER
OR ACADEMIC PARTNER

YES

HIRE STARTS HERE

SEARCH

USE THE HIRE WIZARD TO:

1. CHECK THAT THE STUDENT IS ELIGIBLE FOR HIRE.
2. DETERMINE IF THE STUDENT IS ALREADY IN WORKDAY.



USER GUIDE
CLICK HERE

HCM INITIATE 2,
HR PARTNER,
OR ACADEMIC PARTNER

STUDENT IS NOT IN
WORKDAY YET.

STUDENT IS ALREADY IN
WORKDAY. GO STRAIGHT
TO WORKDAY!

SEND (ONLY PRESS ONCE!)

USE THE HIRE WIZARD TO SEND THE STUDENT'S INFORMATION TO WORKDAY BY SELECTING THE "SUBMIT TO WORKDAY" BUTTON.



DETERMINE

DETERMINE THE APPROPRIATE ACTION BELOW.



STUDENT LEFT JOB AT UW, THERE WAS A BREAK IN SERVICE, IS NOW RETURNING.

STUDENT WILL BE MOVING TO A NEW JOB AT UW. NO BREAK IN SERVICE.

STUDENT WILL BE WORKING TWO OR MORE JOBS AT UW.

STUDENT IS NOT EMPLOYED AT UW CURRENTLY.

RE-HIRE

GET THE RELEVANT HIRING INFORMATION FROM THE HIRING MANAGER AND INITIATE A HIRE IN WORKDAY.

USER GUIDE
CLICK HERE

CHANGE JOB

INITIATE A CHANGE JOB: LATERAL (WITHIN UNIT) OR TRANSFER (FROM ANOTHER UNIT) IN WORKDAY.

USER GUIDE
CLICK HERE

ADD JOB

INITIATE AN ADD JOB IN WORKDAY. IF THE "PRIMARY" JOB WILL NEED TO BE CHANGED, THE ISC WILL DO THIS.

USER GUIDE
CLICK HERE

HIRE

GET THE RELEVANT HIRING INFORMATION FROM THE HIRING MANAGER AND INITIATE HIRE IN WORKDAY WITH PRE-HIRE CREATED BY HIRE WIZARD.

USER GUIDE
CLICK HERE

APPROVE

APPROVALS FOR THE HIRE WILL NEED TO GO THROUGH THE FOLLOWING ROLES:

1. HR PARTNER
2. WORK STUDY OFFICE PARTNER (AS NEEDED)
3. THE ISC



APPROVERS

END



EMPLOYEE WILL COMPLETE ONBOARDING TO-DO IN INBOX IF THEY HAVE NEW INFO TO INPUT.

EMPLOYEE